| TRANSPORTATION ASSET MANAGEMENT COUNCIL |
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| April 19, 2017 at 1:00 p.m. |
| MDOT Aeronautics Building |
| 2700 Port Lansing Road, Second Floor Commission Conf. Room |
| Lansing, Michigan |
| **MINUTES** |

**\*\* Frequently Used Acronyms List attached**

**Members Present:**

Derek Bradshaw, MAR/GLS Region V                    Joanna Johnson, CRA/RCKC – **Chair**

Bill McEntee, CRA – **Vice-Chair**                    Gary Mekjian, MML

Jonathan Start, MTPA/KATS                    Rob Surber, DTMB/CSS

Dave Wresinski, MDOT                    Brad Wieferich, MDOT

**Staff Present:**

Rob Balmes, MDOT                    Roger Belknap, MDOT

Gil Chesbro, MDOT                    Tim Colling, MTU, via Telephone

Dave Jennett, DTMB/CSS                    Frank Kelley, MDOT

Hugh McNichol, MDOT                    Gloria Strong, MDOT

Bill Tansil, MDOT

**Public Present:**

Larry Doyle, MDOT

Jeffrey Forster, FHWA

Robert Green, MDOT

**Members Absent:**

Don Disselkoen, MAC

Bob Slattery, MML

Jennifer Tubbs, MTA

**1.  Welcome – Call-To-Order:**
The meeting was called to order at 1:01 p.m.

**2. Changes or Additions to the Agenda (Action Item):**
None

**3. Public Comments on Non-Agenda Items:**
None

**4. Correspondence and Announcements:**

    **4.1. – County Road Association (CRA) Participation Thank You Letter**

    A letter was received from CRA thanking TAMC for participating in their March 14-16, 2017, 100 years for CRA Conference.

    **Important Conferences that TAMC May do a Presentation and/or Have an Exhibit:**

    **4.2. – TAMC Annual Spring Conference, May 25, 2017, Comfort Inn and Suite Hotel and Conference Center, Mount Pleasant – R. Belknap**

    The preparation for the conference is moving along nicely.  The conference will be held May 25, 2017, at the Comfort Inn and Suites Hotel and Conference Center in Mount

Pleasant, Michigan. The agenda is being finalized and will be shared in the near future. There will be a panel session in the morning regarding the 21st Century Infrastructure Commission happenings and in the afternoon there will be a panel session regarding Bridge Asset Management. Dave Juntunen, MDOT, will be a moderator on the panel. Brad Wieferich will not be attending the conference.

**4.3. – Michigan Municipal League Convention, September 13-15, 2017, Holland** TAMC plans to have a booth at the convention.

**Michigan Township Association**
J. Johnson and J. Tubbs attended the Michigan Township Association Annual Conference on April 10-13, 2017, and much discussion was had on roads but nothing was discussed on the 21st Century Infrastructure. J. Johnson shared an article from the Michigan Gazette regarding road funding and the TRIP Report.

**Michigan Association of Counties**
R. Belknap was asked to give a brief TAMC update at an April 28, 2017 Michigan Association of Counties (MAC) meeting.

**4.4. – MAC Conference – September 24-26, 2017, Mackinac Island**

**5.  Consent Agenda (*Action Item*):**
**5.1. – Approval of the March 1, 2017 Meeting Minutes**
B. McEntee made a motion to approve the March 1, 2017 meeting minutes; D. Wresinski seconded the motion. The motion was approved by all members present.

**6. Budget Update – R. Belknap:**
**6.1. - FY 2016 TAMC Budget Report**
An up-to-date budget report was reviewed. Support staff is waiting on one invoice from Michigan Technological University (MTU) and just a couple of minor things before this will be closed out.

**6.2. – FY 2017 TAMC Budget Update**
A copy of the report was distributed at the meeting but not reviewed.

**7.  Committee Updates and Discussion Items:**
**7.1. –Data Committee – B. McEntee**
**7.1.1. – 2016 Pavement Surface Evaluation and Rating (PASER) Data – G. Chesbro**
G. Chesbro presented a PowerPoint of the graphs that he has included in the TAMC annual report. He reviewed them with the Council and showed the results from data collected over a few years.

**7.1.2.  Investment Reporting Tool/Act 51 Distribution and Reporting System (IRT/ADARS) – R. Belknap/ H. McNichol/D. Jennett**
Support staff was finally able to give an updated status report to the Council as the MDOT Act 51 team had put a lockdown on ADARS for the months of January and February so support staff was not able to provide updates. The Act 51 team had stopped sending out non-compliance letters since November 2016. They do this in order to deal with the snow

payments in ADARS.  All activities have resumed and support staff are now assisting several agencies with their issues of non-compliance and providing tech support to the counties.  In addition, there were 70 new agencies that registered.  R. Belknap provided a color-coded update document to the Council showing the status of the counties.  The Council would like a color legend added to the report to show what each color represents. The IRT training has just started.

### 7.1.3. – IRT Rewrite Update – D. Jennett
The new IRT software is ready to be tested.  The Center for Shared Solutions (CSS) is looking for people with a computer background to help check out the new software over a couple of months.  The User Acceptance Testing will be done around late June.  The Council decided that August might be a good time to put the new software into play. However, it will require a 3-day shut down for installation and on-line testing.  The Council will need to send out letters to all of our affiliates letting them know that the system will be down. There are approximately 180 agencies that will have their ADARS/IRT compliance completed around June/July.  It was originally planned to be formally released for testing around the second week of June.  There are concerns about releasing the update at the same time that a large number of agencies are scheduled to report.    The State of Michigan has a large system change called Project SIGMA that is also scheduled around this time to take place and it may have an effect on the IRT software release.  CSS will take a look at that and check to see if it will cause any problems.

A motion was made by J. Start that the new IRT rewrite software be uploaded and the IRT system shutdown for three days beginning on Monday, August 7, 2017, and have a form letter notifying agencies of the upcoming shutdown sent out accordingly a week prior to the shutdown; J. Johnson seconded the motion.  The final date can be revisited if CSS finds that the State of Michigan Project SIGMA has an impact on the IRT software release date. The motion was approved by all members present. CSS would like the non-compliance letters halted for one week prior to the release.

Agencies are now able to download their Asset Management Plans in the IRT.  Some agencies are responding to the asset management questions and others are not.  The non-compliance letters do not include anything about asset management plans.  The letters will be updated later in the year to include the Asset Management Plan requirements.  The ACT 51 team has added a link to the IRT training sessions in their letter.  The IRT trainings have just started.  CSS will hold a training session after August.

### 7.1.4. – Dashboard Update – D. Jennett
The Bridge information will be incorporated into the dashboards by late Thursday or Friday (May 4th or 5th, 2017) of next week.

### 7.1.5. – Website Update – D. Jennett
CSS will update the Website with the finalized agenda for the May 25, 2017, TAMC Spring Conference as soon as they receive it.  The 2017 meeting minutes are on the Website. MDOT support staff will be given rights to update the TAMC Website in the near future. The IRT training schedule and a summary of warranty projects has been added to the Website.  CSS would like to eventually tie the IRT reporting with the regions reporting.  A discussion took place on whether or not to dashboard the IRT.  The MDOT regions have

access to the IRT. The Council does not want it to be a duplication of efforts. If all regions get involved, there needs to be a consistent analysis across the regions. Also, some regions are more advanced than others. Some townships may also want their data so it must be decided on what really needs to be included. This will be discussed at a later time and may be handled by the TAMC Data Committee or possibly an Ad Hoc Committee.

**7.2. – Administration, Communication and Education Committee (ACE) Update – J. Start**

**7.2.1. – Metropolitan Planning Organization/Regional Planning Organization (MPO/RPO) Asset Management Unified Work Program (UWP) (*Action Item*)**
The goal is to have 100% of the federal aid system reviewed within two years. The intent of the asset management portion of the work program for the MPOs/RPOs was to include all work activities in the program that TAMC will reimburse for. This is a moving document that may have changes once it has been reviewed by everyone. The work program needs to be approved by next month and submitted to MDOT by June 1st. A motion was made by D. Wresinski to approve the UWP as presented; J. Start seconded the motion; J. Johnson would like acronyms spelled out and had a few questions on item #3 and item B that she feels may need to be changed in the future. The motion was approved by all members present.

**7.2.2. – 2017 Paved, Non-Federal Aid Data Collection Reimbursement – R. Belknap**
The call to get reimbursed for the collection of 2017 Paved, Non-Federal Aid (PNFA) Data was sent out on March 1, 2017, and the funds have been allocated to the agencies on a first-come; first-served basis. However, due to some agencies having TAMC allocated funds left over at the end of the fiscal year, it was decided to check with any agencies that have had unused funds regularly in the past to see if they would be willing to use their remaining TAMC allocated funds for PNFA data collection by agencies within their service area. This would allow other agencies that do not have funds left over at the end of the fiscal year to use part of the $37,000 PNFA reimbursement funds. R. Belknap will contact those agencies. Once it is decided where the $37,000 will be allotted, R. Belknap will send out letters to agencies receiving PNFA funds informing them of their approval. He will also send a letter to the agencies that will not be getting PNFA funds that have submitted for reimbursement.

**7.2.3. – Status of Policy Updates – J. Start**
The ACE Committee is looking at significantly changing the policies on training and data collection so that all policies are written the same and have the same requirements. More to come on this.

**7.2.4. – TAMC Awards Memo – R. Belknap**
TAMC is seeking nominations for the TAMC Carmine Palombo Asset Management Award and Organization Award. A memorandum announcing the call for nominations was sent out and we have two agencies that are being recommended. A formal motion for the two agencies will be given at a later date. These awards can be given out at our Spring or Fall TAMC Conferences.

**7.2.5. – Annual Report – R. Belknap/J. Start**
H. McNichol has placed the first draft of the Annual Report out on the TAMC SharePoint for review and comment. A suggested theme was making temporary fixes now and where will we be in a few years with just temporary fixes. We also need to look at once the requested $250,000 additional funds have been added to the TAMC budget, what kind of changes that may bring. We need to show the importance of maintaining our infrastructure above and below ground. Even with the additional $600 million being given in 2020 and 2021, with the roads consistently deteriorating, it would be interesting to have a forecast analysis of how much more it will cost to fix our roads in the future. The Council was curious about what would have happened if TAMC had received the additional $1.2 billion dollars that was discussed and proposed in 2014 that came out of the Olsen Report. G. Chesbro will run the analysis on that. The Budget Overview will be added to the report

near the beginning. The new data graphics are expected from MDOT Graphics Design by Friday. H. McNichol needs all comments/changes to the annual report to him no later than Friday, April 21, 2017, 12:00 noon. Any major comments/changes given to him will be brought back to the Council for review and approval. Any minor changes and grammar issues H. McNichol will make to the report. Currently, Hugh only has two changes. It was suggested that possibly next year the Council can take more of an editorial review on what is going on with the funding and add this to the report. Once the annual report has been finalized and approved by Council, the plan is to distribute the report same as last year via email to the State Transportation Commission and the legislature. We will provide Executive Summaries only in hard copy and the actual annual report will be sent out electronically. We will provide a one pager that directs people to the Website for the complete annual report at conferences. Other ways that the report will be shared are: a press release, TAMC chair will attend the May 18, 2017, State Transportation Commission Meeting, and if possible, also attend any 21st Century Infrastructure Commission meeting if they hold any in May.

MDOT Graphics Design has created a cover from the photos provided from R. Belknap for the annual report that was shared and approved by the Council.

**7.3. - Bridge Committee Update – R. Belknap**
    **7.3.1. – Bridge Training Update**
    The bridge asset management training pilot went very well. The technology on it is very impressive. The training has been updated based on comments from attendees from the pilot training. MTU has created a tentative training schedule for October and November.

**7.4. – Michigan Center for Shared Solutions (CSS) – D. Jennett**
CSS will be working on their work plan and assuring that it connects and links in to the TAMC work program. They will make a list of "must haves" and "nice to haves" so that TAMC can make a good decision.

**7.5. – Michigan Technical University/Technical Assistance – R. Belknap**
Road Based Inventory training went on yesterday and went very well. The last PASER training is June 7, 2017. T. Colling will be presenting at the May 16, 2017 Minnesota Peer Exchange on Asset Management.

**8. Member Comments:**
D. Wresinski, J. Johnson, T. Colling, Eric Swanson, and Carmine Palombo, SEMCOG, have been asked to be on an advisory board in regards to the 21st Century Transportation Infrastructure Commission's two pilot studies within the SEMCOG and Grand Region areas. TAMC now has an active role with the 21st Century Infrastructure.

**9. Public Comments:**
None

**10. Adjournment:**
The meeting adjourned at 2:59 p.m. The next meeting will be held April 26, 2017 at 1:00 p.m. combined with TAMC Data Committee, MDOT Aeronautics Building, 2nd Floor Commission Conference Room, Lansing.

## TAMC FREQUENTLY USED ACRONYMS:

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|---|---|
| **AASHTO** | AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS |
| **ACE** | ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE) |
| **ACT-51** | PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY. |
| **ADARS** | ACT 51 DISTRIBUTION AND REPORTING SYSTEM |
| **BTP** | BUREAU OF TRANSPORTATION PLANNING (MDOT) |
| **CPM** | CAPITAL PREVENTATIVE MAINTENANCE |
| **CRA** | COUNTY ROAD ASSOCIATION (OF MICHIGAN) |
| **CSD** | CONTRACT SERVICES DIVISION (MDOT) |
| **CSS** | CENTER FOR SHARED SOLUTIONS |
| **DI** | DISTRESS INDEX |
| **ESC** | EXTENDED SERVICE LIFE |
| **FAST** | FIXING AMERICA'S SURFACE TRANSPORTATION ACT |
| **FHWA** | FEDERAL HIGHWAY ADMINISTRATION |
| **FOD** | FINANCIAL OPERATIONS DIVISION (MDOT) |
| **FY** | FISCAL YEAR |
| **GLS REGION V** | GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION |
| **GVMC** | GRAND VALLEY METRO COUNCIL |
| **HPMS** | HIGHWAY PERFORMANCE MONITORING SYSTEM |
| **IBR** | INVENTORY BASED RATING |
| **IRI** | INTERNATIONAL ROUGHNESS INDEX |
| **IRT** | INVESTMENT REPORTING TOOL |
| **KATS** | KALAMAZOO AREA TRANSPORTATION STUDY |
| **KCRC** | KENT COUNTY ROAD COMMISSION |
| **LDC** | LAPTOP DATA COLLECTORS |
| **LTAP** | LOCAL TECHNICAL ASSISTANCE PROGRAM |
| **MAC** | MICHIGAN ASSOCIATION OF COUNTIES |
| **MAP-21** | MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT) |
| **MAR** | MICHIGAN ASSOCIATION OF REGIONS |
| **MDOT** | MICHIGAN DEPARTMENT OF TRANSPORTATION |
| **MDTMB** | MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET |
| **MITA** | MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION |
| **MML** | MICHIGAN MUNICIPAL LEAGUE |
| **MPO** | METROPOLITAN PLANNING ORGANIZATION |
| **MTA** | MICHIGAN TOWNSHIPS ASSOCIATION |
| **MTF** | MICHIGAN TRANSPORTATION FUNDS |
| **MTPA** | MICHIGAN TRANSPORTATION PLANNING ASSOCIATION |
| **MTU** | MICHIGAN TECHNOLOGICAL UNIVERSITY |
| **NBI** | NATIONAL BRIDGE INVENTORY |
| **NBIS** | NATIONAL BRIDGE INSPECTION STANDARDS |
| **NFA** | NON-FEDERAL AID |
| **NFC** | NATIONAL FUNCTIONAL CLASSIFICATION |
| **NHS** | NATIONAL HIGHWAY SYSTEM |
| **PASER** | PAVEMENT SURFACE EVALUATION AND RATING |

| | |
|---|---|
| **PNFA** | PAVED NON-FEDERAL AID |
| **PWA** | PUBLIC WORKS ASSOCIATION |
| **QA/QC** | QUALITY ASSURANCE/QUALITY CONTROL |
| **RBI** | Road Based Inventory |
| **RCKC** | ROAD COMMISSION OF KALAMAZOO COUNTY |
| **ROW** | RIGHT-OF-WAY |
| **RPA** | REGIONAL PLANNING AGENCY |
| **RPO** | REGIONAL PLANNING ORGANIZATION |
| **SEMCOG** | SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS |
| **STC** | STATE TRANSPORTATION COMMISSION |
| **STP** | STATE TRANSPORTATION PROGRAM |
| **TAMC** | TRANSPORTATION ASSET MANAGEMENT COUNCIL |
| **TAMCSD** | TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION |
| **TAMP** | TRANSPORTATION ASSET MANAGEMENT PLAN |
| **TPM** | TRANSPORTATION PERFORMANCE MEASURES |
| **UWP** | UNIFIED WORK PROGRAM |